

	Montana Mental Health Nursing Care Center Policy Manual	Policy Number	1603
		Original Date	12/28/1999
		Revised Date	04/17/2015
	Department: Pharmacy Unit Dose Drug Distribution System		

POLICY:

A copy of the physician's original order will initiate the dispensing of individual patient orders for medications. The Artromick Time Pack 7 System will be used as the basis for the drug dispensing system.

PROCEDURE:

1. All new in-house orders will be filled from the pink copy of the physicians order. In the event that a resident has an appointment outside the facility and new orders are written by the provider, the ward clerk or charge nurse will make a copy for the pharmacy.
 - A. When a new medication order is received, the pharmacist will prepare and deliver, to the nursing unit the quantity needed until the next cart exchange. All scheduled prescription drugs and some OTC medications will be dispensed in color-coded DADs (Drug Administration Devices). Each scheduled dose of medication is packed in a DAD that is color-coded for time of administration. Scheduled medications are filled in one week increments. Several frequently used OTC items are kept in bulk containers in each medication cart. See policy on *OTC Floor Stock* for a list of drugs that are kept on each unit as floor stock
 - B. Orders for PRN medications that are not floor stock will be dispensed in a labeled vial and kept in the resident's drawer in the medication cart.
 - C. Liquids, topicals, and EENT products will be dispensed in their original container. Liquids and EENT products will be stored in the medication cart, and topical products will be stored in the treatment cart for each nursing unit.

Unit Dose Drug Distribution System

- D. All oral controlled drugs in classes II, III, and IV will be packaged by the pharmacy in numbered blister cards. Controlled drugs in topical or injectable form will be dispensed in original packaging. All forms of controlled drugs will be kept in a separately-locked drawer in the medication cart, thus under double-lock. All doses of controlled drugs, whether for scheduled or PRN doses, will be signed out on the *Controlled Substance Distribution Sheet*.
2. The Artromick Time Pack-7 system consists of plastic, snap-open DADs that hold a 7-day supply of medication for each scheduled dose the resident is prescribed. There are two sets of drawers for each resident. One set is in the medication cart on each nursing unit; the other set is kept in the pharmacy and is filled for the following week. A cart fill list is printed each week from the residents' drug profiles in the pharmacy computer system. The pharmacy technician will fill all residents' DADs with the appropriate medications. The pharmacist will check each DAD for each resident before the filled drawers leave the pharmacy. The 'cart exchange' will take place each Thursday between 1300 and 1500. When a medication is discontinued, Pharmacy personnel will pull the cassettes out of the patient drawers and return them to the pharmacy. If a medication is discontinued after pharmacy hours, the Nursing Supervisor or Charge Nurse will return the cassettes to the pharmacy and place them in the box labeled D/C'd